

Community Grants Program
Letter of Interest Criteria

Please consult our "Guidelines for Giving" before proceeding, to ensure that your request is consistent with the mission and goals of the RMHC NYTSA Community Grants Program.

FORMATTING REQUIREMENTS

- ▶ Letters of Interest (LOIs) must be typed in 12-point font (Times New Roman or similar) with one-inch margins on all sides.
- ▶ Pages must be numbered.
- ▶ LOIs must not be placed in binders or folders; one staple or paper clip in upper left-hand corner is sufficient.

COVER SHEET (on organization letterhead, one page, double-spaced)

- ▶ Date of letter
- ▶ Organization name (as it appears on the 501c(3) Letter of Determination), and contact information (full address, including mailing address if different, telephone number, website address)
- ▶ Federal tax-exempt number
- ▶ Name, title, phone number and email address of CEO or Executive Director
- ▶ Name, title, phone number and email address of primary contact person for this LOI (if different)
- ▶ Dollar amount of this funding request
- ▶ Total budget for the project described in this funding request
- ▶ Total current organizational budget
- ▶ Period this funding request will cover
- ▶ Signature of Executive Director or other authorizing official

LETTER TEXT (no more than two pages, double-spaced)

- ▶ Briefly describe your organization’s history and recent accomplishments.
- ▶ Briefly describe the purpose of this funding request. What results are you committed to achieving? How do you intend to accomplish this? What is the timeline for these results? What evidence will prove your success?

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At this time, RMHC NYTSA will be accepting LOIs on an ongoing basis. All inquiries will receive a letter of acknowledgement and, if applicable, a request to submit a full grant application. Please address LOIs to:

Ronald McDonald House Charities NYTSA
ATTN: Grants
111 Wood Avenue South, Suite 400
Iselin, NJ 08830